

Statement of learner responsibilities

[Approved by the University Board for Teaching and Learning on 1 May 2014.]

[For the purposes of the processes described in this document, in Henley Business School the Programme Area Director will be fulfilling the functions of the School Director of Teaching and Learning.]

Whilst you are an undergraduate student at the University of Reading, it is your responsibility to do the following:

In compliance with University rules and regulations:

- To comply with the University Charter, Statutes, Ordinances and Regulations as set out in the University Calendar: <http://www.reading.ac.uk/Calendar>
- To satisfy all formal assessment requirements, including attendance at examinations <http://www.reading.ac.uk/exams>
- To comply with the University regulations regarding acceptable behaviour (see below);
- To ensure that the University is informed of changes to enrolment or other personal circumstances;
- To use the student email account as the ‘official’ method of communication between the university and students;
- To act responsibly and with due regard for the health and safety of others;
- To act responsibly with due regard for the learning environment and for University property.

In order to make the most of your university experience, you are expected:

- To ensure that you see your Academic Tutor at least once per term. To actively set agendas for your meetings with your Academic Tutor and to reflect on your learning development;
- To take the initiative in seeking information, advice and support if you have a particular problem or issue. See the Student Homepage for further details of the support available to you: <http://www.reading.ac.uk/student>
- To attend punctually lectures, seminars, practicals, fieldwork and tutorials as required;
- To participate appropriately in all classes;
- To complete and submit all written or practical coursework on time;
- To provide reasons and, if necessary, supporting documentation for absences or missed deadlines. See the examinations website for further details: <http://www.reading.ac.uk/exams>
- To ensure that you achieve a balance between academic work and other activities and, whilst studying full-time, not normally undertake more than 20 hours of paid employment per week during term-time;
- To respond to evaluation questionnaires or other requests for information and student opinion;
- To check your student email account each working day during term and respond promptly to enquiries and messages received. Your student number should be included in all communication with the University;

Your lecturers and other employees of the University will, in turn, endeavour to respond promptly to any email you send them. However, the University does not normally expect to staff to respond to emails outside of their normal working hours.

- Teaching staff and students should normally check their University email accounts, Blackboard Learn and any other electronic methods of communication **on a daily basis** during term-time, and reply as necessary to messages received. Students should also check their pigeon-hole for mail and other notice boards regularly.

Regulations for acceptable behaviour

Whilst you are a student at the University of Reading, it is your responsibility to do the following:

- Ensure that electronic devices (mobile phones, PDAs, MP3 players etc) are switched off during all classes¹ unless agreed beforehand with the member of staff leading the session²;
- Attend all classes punctually. Lateness is considered to be disruptive behaviour;
- Give due and proper attention to the member of staff leading the session (and any ground rules that have been set) and to show respect to your fellow students; it is unacceptable to disrupt a class;
- Leave any room or building of the University when requested to do so by any member of staff;
- Keep appointments arranged with staff and communicate with staff in a timely and courteous manner

Students who seriously or persistently flout these regulations will be reported to the School Director of Teaching and Learning and/or the School Director of Academic Tutoring who will take appropriate disciplinary action.

Students who feel that their University experience is being disrupted by the unacceptable behaviour of other students are encouraged to report this to their Academic Tutor or the member of staff teaching them if appropriate.

Students who wish to discuss any aspects of the above should talk to their Academic Tutor in the first instance.

¹ 'Classes' refers to any session led by a member of staff whether it is a lecture, seminar, workshop, tutorial, laboratory sessions etc.

² NB: students are able to audio tape a lecture, but not to visually record without consent. Students should refer to the Policy on the Audio and Visual Recording and Capture of Teaching Sessions by Students (Section 6j of the *Guide to policies and procedures for teaching and learning*) for details on acceptable recording and usage.